

Historical Edits

Historical Edits provide the opportunity to change the amount or type of time that was reported in Kronos in a prior pay period, and have that change come forward to post in PeopleSoft and payroll. The edit is for a historical date, with an effective date in the current pay period. With Historical Edits, one can change reported hours from one pay code to another, reduce reported hours, or add additional hours.

The screenshot shows the Kronos interface with a 'Time Period' dropdown set to 'Current Pay Period'. Below the header, there are tabs: Save, Actions, Punch, Amount, Accruals, Comment, Approvals, and Reports. The 'Amount' tab is selected. A table displays time entries for the week starting Mon 3/13. A context menu is open over the table, showing options: Move..., Delete Moved..., Add Historical... (highlighted), Add Historical with Retroactive Pay Calculation..., Move Historical..., and Delete Historical... The table has columns for Pay Code, Amount, and Accruals. The last row shows a total of 9.0 hours for the week.

Pay Code	Amount	Accruals
Hours Wor...
Hours Wor...
Hours Wor...
Hours Wor...
Hours Wor...
Hours Wor...
Hours Wor...
Annual Lv f...	...	6.0
	9.0	9.0

Begin by selecting Amount – Add Historical from the top menu. This will bring you to a dialog box which asks for the date, pay code, and amount you want to change. It is important that you create two entries, the first to reverse the original time, the second to post the new time. Failure to do this will create an imbalance in the current period. Leave the two boxes *Include in totals...* and *Impact Accruals* un-checked. Click ok to complete each edit. Completed edits will appear on the time card in the Historical Amounts tab at the bottom of the employee's timecard.

The screenshot shows the 'Add Historical Amount' dialog box. It contains the following fields and options:

- Historical Date:** 5/01/2006
- Pay Code:** Administrative Leave U...
- Amount (HH. hh):** -8.0
- Transfer:** (empty dropdown)
- Effective Date:** 5/21/2006
- ☐ Include in totals for effective date
- ☐ Impact Accruals
- Comments...** (button)
- OK**, **Cancel**, **Help** (buttons)

Java Applet Window

The screenshot shows the 'Add Historical Amount' dialog box. It contains the following fields and options:

- Historical Date:** 5/01/2006
- Pay Code:** Holiday Used
- Amount (HH. hh):** 8.0
- Transfer:** (empty dropdown)
- Effective Date:** 5/21/2006
- ☐ Include in totals for effective date
- ☐ Impact Accruals
- Comments...** (button)
- OK**, **Cancel**, **Help** (buttons)

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